March 2013 Newsletter

**\*\*Old Dominion University is recognized by the COMPANY Tuition Assistance Program \*\***

Contact Ray Wagner at 555-555-5555 or email at ray@companyname.com

|  |
| --- |
| Learn Windows 8! |
|

You’ve seen the commercials and heard the hype, so now is your chance to learn about Microsoft’s latest and greatest operating system, Windows 8! If you are deciding whether you should upgrade, have bought a new computer with Windows 8 installed, interested in the Microsoft Certified Systems Engineer certification track, or just curious about Windows 8’s new features, this course is perfect for you. You will quickly learn how to navigate the new Windows 8 interface and organize your documents, install and maintain your operating system, and pick up on some helpful tips and workarounds to troubleshoot your Windows 8 installation.

|  |
| --- |
| Office 2013: New Features |
|

If you have used Microsoft Office 2007 and 2010 you will want to learn about the new look and feel of Office 2013’s Word, Excel, and PowerPoint applications. Why put off learning about the new Office interface and features when you can quickly learn them now?

**CALL TODAY FOR INFORMATION ABOUT BOTH COURSES!**

|  |  |  |
| --- | --- | --- |
| |  | | --- | | Course  Info |   For those of you new to our classes, here is a brief description of how our program works. These classes are held at hotel conference rooms close to your location two nights a week, either Mon & Wed or Tues & Thurs, from 6-10pm. Occasionally we do offer Saturday classes (9am-4pm) or daytime classes (10am-2pm) when there is interest. We provide all materials for class (handouts and equipment) and specialize in top-notch, field-tested trainers. Most classes are designed for students of any skill level.   |  | | --- | | Other  Courses |   We also offer a variety of courses to help make you more productive at home and in the office, and several other courses that help prepare you for technical certifications, including:   * Microsoft Office 2007 & 2010 (Word, Excel, PowerPoint, Access, Outlook) * Microsoft Certified Systems Engineer (MCSE) * Certified Wireless Network Administrator and Security Professional (CWNA, CWSP) * Network+, A+, Security+ * Security Certified Program (SCNP & SCNA) * Certified Information Systems Security Professional (CISSP) |